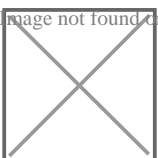


# Osprey Approach: All Available Reports

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**Who is this guide for?**

**Any Users**

## **Financial Management**

### **Trial Balance**

Trial Balance – shows the current balance of Nominals, Banks, and Journals.

### **Profit and Loss**

Profit and Loss – shows the current balance of Nominals, that are set to P & L Income or Expenditure.

### **Period End Report**

Used for printing month end reports for periods that have already been run. (Period ends are run from the supervisor area)

### **Client Reconciliation**

Compares the client ledger balance figures with the various client banks and reports if in balance or not.

### **Aged Creditors**

A list of purchase ledger account (Supplier) balances – split aged across 0, 30, 60, 90 day

### **Balance Sheet**

An unformatted report showing the nominals and banks and Journals marked as Balance Sheet accounts. As Auditors use different formats for balance sheets, all the figures needed are reported and this can be exported to excel for formatting as required.

Also available is a bespoke balance sheet designed in the same format as provided by auditors but this is chargeable and not part of the standard reporting.

### **Budget Analysis**

List of Income and Expenditure Nominals for a quarter or for a period, showing the actual movement against the Nominal Budget for the period and year to date.

### **Office Receipts**

Office Receipt postings completed between dates two selected dates.

### **Office Receipts – Allocated**

Allocated Office Receipt postings completed between two selected dates. This is an extra option report, where the supervisor setting switch is set to allow Analyse costs received.

### **Year End**

This report allows you to print and reprint year end reports. It does not run the year end procedure,

which is performed in the Supervisor area. Use this option if you need to reprint any year end reports where the year end has been run in Osprey.

### **Multiple Deposit Ledger Balances**

This report shows all clients' deposit balances, whether Controlled Trust, Designated Deposit or Multiple Deposit.

### **Cash Accounting VAT Received**

List of all cash received with VAT on it during the month

### **Credit Limit Warnings**

This report shows clients who have at some point gone over their credit limit, even if this has since been rectified. Credit Limits for WIP (includes work in progress and disbursements due to the legal aid requirement), debtors (office) and disbursements can be entered either for the overall client in client details or for each matter in matter details. You can also specify within supervisor at what percentage of the limit you will be warned. This can be found within System Setup, System Settings, and the default is 75%.

### **Batch Interest Calculation**

This report allows you to calculate interest due to all clients according to the filters you have specified. It does not post the interest on the accounts, but just lists the interest due for each transaction on each client's ledger (along with a total due at the end). You will first need to have set up your interest bands and rates in Supervisor, Financial Setup, Interest Rates/Bands.

### **Cheque Report**

This report lists all cheques which have been generated by the system.

### **Current Credit Limit Warnings**

This report shows clients with current credit limit warnings. Credit Limits for WIP (includes work in progress and disbursements due to the legal aid requirement), debtors (office) and disbursements can be entered either for the overall client in client details or for each matter in matter details. You can also specify within supervisor at what percentage of the limit you will be warned. This can be found within System Setup, System Settings, and the default is 75%.

### **Client Financial**

#### **Aged Debtors**

This report lists clients/matters with a Debit balance, ageing the balance according to the period in which the bill was posted

#### **Batch Aged Debtor Letters (under aged debtors report)**

A letter is generated in Word for each client/matter meeting the criteria entered. The letter templates are initially set up in the Supervisor area (Case Management Setup, Standard Letters, Batch Debtor Letters). A range of Mergefields are available for inclusion on the templates in a similar manner to the Case Management Standard Letters

#### **Bills Rendered**

This report lists the bills that have been produced from Osprey according to the filters you select.

### **Cost Transfer**

This report lists the matters where there is a Debit balance on Office and monies being held on the Client/matter in the Client bank

### **Ledger Balance**

This report details the balance on office, client, disb, deposit and work in progress for all live matters

### **Unpaid Bills**

This report lists the bills posted on the Client Ledger Cards but which have been fully allocated against a receipt or credit note, so that all or part of the bill is still outstanding. This report is grouped by Fee Earner

### **Unpaid Disbursements**

This report lists the Unpaid Disbursement postings entered using the Unpaid Disbursement posting type.

### **Bills Paid by Fee Earner Report**

This report lists the paid bills between specified dates

### **Fees Journal Listing Report**

This report lists the bills raised between specified dates

### **Case Cost**

This report shows the total cost of all cases included on the report (according to the filter settings you select) including time, WIP and disbursements. When run on live matters it provides your running record of costs, and when run on archived matters it produces an average case cost. (Case cost = time billed + WIP + disbursements incurred.)

### **Case Cost Variance**

This report is designed to provide a variance analysis of your average case cost over time. It includes archived matters only. When run in Summary format, each column gives the average case cost between the specified months, so for example, the column headed 0-12 months will give the average case cost for matters archived between 0 and 12 months ago. 5-17 months column will give the average case cost for matters archived between 5 and 17 months ago. The report therefore produces a rolling average that will help to even out any discrepancies caused by particularly high cost cases. The Variance and Percentage variance columns calculate the variance and percentage variance on the two most recent 12 month periods.

### **Other Financial**

#### **Audit Trail**

This report shows financial postings and which ledgers and journals they have affected. It can be useful in tracking down the second side of a posting if you are having difficulty finding it.

### **Purchase Ledger Allocations**

This report shows postings on the Purchase Ledger and shows whether payments have been allocated, part allocated or not allocated to their respective invoices. The report appears in Purchase Ledger Code order.

### **Purchase Ledger Balances**

This report shows each purchase ledger on the system along with its current balance (or year end balance if a year is selected).

### **Suggested PL Payments**

This report shows suggested payments to purchase suppliers based on their payment terms and how long the invoices have been outstanding.

### **Unposted Audit Trail**

This report shows financial postings which have been undone (using the Undo option from the posting detail screen).

### **Analysis**

### **Live Matters**

This report outputs non-archived matters according to the filters and groupings you select. By default no options are selected, which means that the output provided will show ALL non-archived matters ordered by Client Name.

### **New Matters By User**

This generates a report on matters opened between any two given dates created by particular users.

### **New Matters**

This generates a report on matters opened between any two given dates.

### **Completed Matters By User**

This report outputs on matters completed by particular users. For a matter to be completed the last task of the workflow must be run.

### **Archived Matters**

This generates a report on matters archived according to the filters and groupings you select. By default no options are selected, which means that the output provided will show ALL archived matters

### **Archived Matters By User**

This generates a report on matters archived according to the filters and groupings you select. By default no options are selected, which means that the output provided will show ALL archived matters and the user who archived them

### **Key Dates Report**

This report lists the Key Dates that have been set according to the filters and groupings selected, by default the report shows *ALL* key dates completed or not in client number order.

### **Review Periods Report**

The purpose of this report is to show those matters which either have a review period or review date set. Review dates and review periods are *not* linked, they are treated as two separate functions. Review dates (the initial date, and the type qualifier) are treated as simple reminders, *the Review Date must be updated manually*, whereas review periods ensure that movement is made on a matter within a certain period. By default it will show *ALL* matters with either a review period or date set grouped by Fee Earner.

### **Fees Analysis Report**

This reports an analysis of Fees. By default it will show Fees with grouping Fee Earner and Work Type by Period

### **Audit Trail (Case Management)**

This generates a report of actions on matters in case management by particular users

### **Fees Analysis Apportioned Cost Report**

This reports an analysis of Fees, split at bill posting to different Fee Earners. By default it will show Fees with grouping Fee Earner and Work Type by Period.

### **Analysis Of Costs Received Report**

This reports an analysis of receipts paid, against bills. By default it will show Fees with grouping Fee Earner and Work Type by Period.

### **Fees Analysis By Time Fee Earner Report**

This reports an analysis of Fees according to the time ticked. By default it will show Fees with grouping Fee Earner and Work Type by Period.

## **Time**

### **Time Spent**

This report shows a breakdown of every time entry posted on the system in client number order. You can choose whether to show Billed, Unbilled, Written off or All time.

### **Time Spent Summary**

This report shows summary totals of time posted on the system grouped by fee earner, work type and whether the work is billed, unbilled or written off. You can choose whether to show Billed, Unbilled, Written off or All time.

### **Current Month WIP/Disbs**

This report shows the total WIP and disbursements posted in the current month only for each matter

### **Percentage Recovery**

This report shows the difference between billed costs and the amount of time ticked against the

bill.

### **Work In Progress**

This report shows a breakdown of all WIP (Unbilled time which shows on the time ledger) on the system in client number order. It attributes the time to the Matter Fee Earner.

### **Work In Progress By Time FE**

This report shows a breakdown of all WIP (Unbilled time which shows on the time ledger) on the system in client number order. It attributes the time to the Fee Earner who posted the time (the Time FE).

### **Miscellaneous**

#### **Contract Work Reports**

This enables you to produce any Contract Work reports that you need to submit to the CDS, and also allows you to save the reports for submission on line. For information on how to get the relevant detail to appear in these reports, please refer to the manual.

#### **Spooled Archive Ledger**

This enables you to print the completed ledgers of archived matters which have been spooled. To enable the spooling option, please go to the Supervisor area of Osprey, System Settings, Configuration Settings and set Spool Archived Ledgers to True.

Choose the currency that you wish to print and a list of all spooled ledgers for that currency will appear. Tick the ones you wish to print (or tick the top box to select all) and click the Print button.

#### **Nominal Code Report**

This enables you to print a list of all nominal codes in the system. If you wish to include all nominal SACs (Sub Analysis Codes) tick the box, otherwise it will print only the nominal Headers

#### **Nominal Period Report**

This enables you to print all nominal ledgers as at a certain period.

#### **Top Client – Billing Report**

This report shows you your firm's top 10 clients' bills. The top 10 are decided according to the amount of the bills posted on them.

#### **Top Client – New Matters Report**

This report shows you your firm's top 10 clients. The top 10 are decided according to the number of matters they have open.

#### **Top User – Tasks Ticked Report**

This report shows you your firm's top 10 members of staff. The top 10 are decided according to the number of workflow tasks they have ticked.

#### **Top Client – WIP Report**

This report shows you your firm's top 10 clients. The top 10 are decided according to the amount of Work In Progress their matters have on them.

### **Top Users – Files Opened Report**

This report shows you your firm's top 10 members of staff. The top 10 are decided according to the number of matters they have opened.

### **Top Users – Letters Produced**

This report shows you your firm's top 10 members of staff. The top 10 are decided according to the number of letters they have produced.

### **Client List**

This report lists all of your clients names and addresses according to the filter options that you choose. This list can then be used for purposes outside of Osprey by exporting to Excel.

### **Performance Targets**

This report shows each fee earner's performance targets (entered in Code Setup, Fee Earners, Edit) along with their actual performance figures (taken from the system).